



King County

Department of Development and Environmental Services

900 Oakesdale Avenue Southwest

Renton, Washington 98055-1219

206-296-6600 TTY 206-296-7217

**FEE WAIVER / ADJUSTMENT
OF FEES AUTHORIZATION**

For alternate formats, call 206-296-6600.

King County Code 27.02.040 gives the Director discretion to waive all or a portion of the development review fees administered by the department and required pursuant to this title, provided, the waiver is warranted in the director's judgment or building permit fees are assessed to replace, repair, abate or demolish a structure due to property damage caused by a natural disaster.

Your request should include a description of fees and a detailed explanation or justification to support the waiver request. Requests for waiver or adjustment of the fees should be directed to the Director.

TO BE FILLED OUT BY APPLICANT:

Name: _____ Permit Application Type: _____

Address: _____ Application / Permit Number: _____

Phone: _____ Description and amount of fees requested to be waived: _____

Statement of Justification: _____

Signature _____ Date _____

TO BE COMPLETED BY DEPARTMENT STAFF:

Staff Recommendation:

Staff Name & Signature _____

TO BE COMPLETED BY DIVISION MANAGER:

Justification:

Approved ☐

Denied ☐

Service was not performed ☐

Professional error by DDES employee ☐

Fee is a duplicate ☐

Unnecessary costs incurred due to DDES process error ☐

Review was unnecessary ☐

Other (please explain): ☐

Natural disaster repairs ☐

Comments:

Division Manager Name & Signature _____

Total Application Fees: \$ _____

Amount to be RETAINED by DDES: \$ _____

APPROVED WAIVER Amount: \$ _____

AMOUNT DUE with Waiver: \$ _____

Amount to be REFUNDED or \$ _____

APPLIED to related permits: \$ _____

This completed and signed form must be submitted with the permit application or when making payment to ensure the proper credit is made to your account.

CC: Permit File: _____

Finance File: _____

Check out the DDES Web site at www.metrokc.gov/ddes

Fee waivers are limited to the following criteria:

- 6.1.3 The waiver of any DDES fee must be in writing.
- 6.1.4 All written waivers of fees must be approved on current official "Authorization for Waiver of Fees" forms and filed with the Finance Section of the Administrative Services Division. Incomplete fee waivers or requests on non-current forms will be returned to the appropriate division for corrective action.
- 6.1.5 Only an employee of the Department of Development and Environmental Services after making their recommendation may forward the request for a waiver to the Director. The Director of DDES may waive this rule and allow non-DDES employees to propose the waiver of a fee at his/her discretion.
- 6.1.6 All fee waivers must state the specific reason for the waiver of fees. All waivers of fees must be consistent with this policy.
- 6.1.7 A fee may be waived if the service for which the fee was collected was not performed. The determination of the performance of the service shall be determined by the Director.
- 6.1.8 A fee may be waived at the discretion of the Director if, in his/her judgment, it duplicates another fee or it is an additional charge for a service for which a fee has already been collected.
- 6.1.9 A fee may be waived at the discretion of the Director if the fee was assessed based on an error in information which caused an unnecessary review or service to be performed.
- 6.1.10 A fee may be waived at the discretion of the Director if the assessment of the fee is based on a professional error by a DDES employee.
- 6.1.11 A fee may be waived by the Director as compensation to a customer who has incurred additional expenses due to a process error by DDES staff. A process error by DDES staff would include such circumstances as a lost application. A waiver of subsequent fees would be made in order to defray the additional costs experienced by the applicant which were directly attributable to a DDES process error.
- 6.1.12 Fees may be waived by the Director for natural disaster repairs.
- 6.1.13 Fees may be waived by the Director based on Departmental policies as promulgated by the Director and consistent with King County Code.
- 6.1.14 All written fee waivers shall be considered public documents subject to review by any party who has provided reasonable notice to the Department.
- 6.1.15 Fees charged by DDES for other governmental entities, such as school districts or other King County departments, may be waived only through those procedures as established by the subject governmental entity.